

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 15, 2019, 3:30 p.m.
Northern Building, 320 E. Walnut St., Room 200
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Adam Kofoed, Stephanie Schmutzer, Patrick Leifker, Kathy Meyer, Zach Chartrand, Devin Yoder, Cheryl Renier-Wigg, Katie Olbinski, and Matt Roberts.

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 18, 2019 meeting of the Brown County Housing Authority.

A motion was made by T. Deidrick, seconded by J. Fenner to approve the minutes from the February 18, 2019 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Communication regarding a visit from our HUD Portfolio Management Specialist in May.

A. Kofoed stated that on Wednesday, May 15, 2019, at 3:00pm, Scott Kogler from HUD will be visiting Green Bay for a meet & greet. He is inviting commissioners; however, A. Kofoed stated that there can only be two commissioners, anything more than two would be considered a public meeting. The meet & greet will be held at the Northern Building, 3rd floor, room 391. If interested in attending, please let C. Goddard know.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
There were 149 preliminary applications for March.
 - B. Unit Count
The unit count for March was 2,874.
 - C. Housing Assistance Payments Expenses
The March HAP expense totaled \$1,338,801.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 335 inspections conducted for March. Out of the 335 inspections; 164 passed initial inspection, 54 passed re-inspection; 92 failed; and 25 were a no show.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
For the month of March there were 295 port outs with an associated HAP expense of \$282,551.00. ICS was under spent by \$1,795.36 and the FSS underspent by \$120.52.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In March there were 79 active FSS clients, 56 clients in level one; 13 clients in level two; 1 client in level three and 9 clients in level four. There were 3 new contracts signed, 0 graduate, 38 active escrow accounts and 47 active homeowners.
 - G. VASH Reports (new VASH and active VASH)

For March there were 3 new VASH clients, for a total of 36 active VASH clients.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For March, there 27 total investigations, 6 new investigations, 17 active cases and 4 cases closed. There were 192 new applications processed, 190 were approved and 2 were denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay and DePere. Applications by Municipality is as follows: Green Bay, Other (outside of Brown County) and DePere.
- I. Quarterly Langan Denials Report.
Reviewed the first quarter breakdown checks done by Langan and Associates.
- J. Quarterly Active Cases Breakdown.
 - 57 percent of the head of households are elderly or disabled;
 - 30 percent of the head of households are not elderly or disabled but there is earned income in unit;
 - 10 percent of the head of households are not elderly or disabled with no earned income but with dependents;
 - 3 percent of the head of households are not elderly or disabled with no earned income and no dependents.
- K. Quarterly End of Participation.
Reviewed the first quarter of 2019 terminations, there were 66 total terminations.
- L. Quarterly Customer Service Satisfaction.
84 percent indicated customer service was excellent, 12 percent very good, 1 percent good, 1 percent fair, and 2 percent poor.

OLD BUSINESS:

- 4. Update on HUD waiver for Chuck Lamine's appointment as the Executive Director of the BCHA.

A. Kofoed stated that as of March 8, 2019, HUD approved Chuck Lamine's waiver.

- 5. Update on ICS Letter to HUD regarding the portability waiver.

A. Kofoed provided an update on the ICS letter to HUD regarding the portability waiver. HUD will be forwarding our letter to HUD headquarters. HUD explained that they would not be recommending approval of our request. HUD explained that generally waivers for portability are approved for housing authorities that are currently in shortfall. HUD recommended that one potential option to decrease portability would be to increase project based vouchers as it limits the number of potential portable housing choice vouchers.

Matt Roberts, from ICS, stated that the figures that were pulled together and put in the waiver indicated the amount of half dollars we spent annually in 2018 for port-out vouchers being utilized outside of Brown County equated to 24% of our total half budget. M. Roberts stated this is extreme for ICS, but for HUD it is not.

NEW BUSINESS:

- 6. Consideration and review of a presentation by Freedom House regarding the programs they offer.

Zach Chartrand, Coordinated Entry Specialist at Brown County Homeless & Housing Coalition attended the meeting to provide a brief overview of the Freedom House shelter. Freedom House is a shelter for single moms & single dads and couples in our community. Z. Chartrand briefly described the 8-12 week program and services for families at the shelter.

C. Goddard asked if there was a connection with the shelter program and housing support. Z. Chartrand stated that building better relationships with landlords is important. The biggest barrier that the Freedom House is running into is that landlords are not as receptive with individuals on vouchers as they would like. Z. Chartrand explained that there appears to be a stigma associated with individuals on section 8 vouchers (that they're lazy or may create more problems than people who are not on vouchers), and landlords may have had a previous bad experience with someone on the ICS voucher.

A question was asked if background checks were completed on individuals staying at the Shelter. Z. Chartrand stated yes.

The coordinated entry process to housing is a HUD mandate for programs that operate on permanent supportive housing, transitional housing or rapid rehousing. The chronically homeless population utilize the most emergency services. The coordinated entry process is geared toward getting these individuals into the housing program that they qualify for, and that they have the supportive services they need.

7. Consideration and review of drafted housing goals and potentially the drafted housing chapter for the Brown County Comprehensive Plan.

Devin Yoder, Senior Planner, presented the draft housing goals and objectives of the Housing chapter of the Brown County Comprehensive Plan. D. Yoder provided a brief overview of the comprehensive planning process. The Planning department is currently updating the comprehensive plan that was last updated in 2007.

T. Deidrick voiced concern around the lack of housing for persons with disabilities and the need for this to be addressed. Discussion occurred.

Question asked if Planning staff was looking to have community groups provide input. D. Yoder indicated yes, staff would be interested in contacting them. T. Deidrick stated that the Advocacy Coalition - with one of its main objectives being housing, would be interested in reviewing the housing chapter and providing input. T. Deidrick will provide a contact person/number to D. Yoder.

A motion was made by A. Hartman, seconded by T. Deidrick to receive and place on file the draft housing goals of the Housing chapter for the Brown County Comprehensive Plan. Motion carried.

8. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

P. Leifker stated an annual requirement of the program is to reevaluate the utility allowances. P. Leifker stated that each page of the handouts in the packet are relative to the size of the unit, from a 0-6 bedroom unit. The data compiled is from utility sources throughout the county and all the information is combined into general equations that give us the output. This year, overall, natural gas and electric remains constant across the board, oil and wood is up, and bottled gas also increased. As this relates to our participants, the majority utilize natural gas and electric. Discussion occurred. With approval, these will go into effect July 1, 2019.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the updated utility allowances for the Housing Choice Voucher Program. Motion carried. J. Fenner abstained from voting.

9. Consideration with possible action of amending the BCHA bylaws to include a new meeting location.

A. Kofoed stated that Brown County staff would like to move board meetings to the Brown County Northern Building. This would be a better location for staff, and would help further

the transition from Green Bay to Brown County. Staff will keep bylaws flexible to allow multiple meeting options.

Discussion occurred on the lack of parking and handicap parking accessibility for the public coming in to the Northern Building for meetings. A. Kofoed stated that we don't have a designated parking lot for the public.

A. Kofoed stated staff could explore other meeting locations, possibly hold the meetings at Green Bay Metro. A. Kofoed also stated he could check with United Way on parking in their parking lot. A. Kofoed stated that staff could look into budgeting costs for parking to reimburse Board commissioners for parking costs. Board commissioners parking vouchers are still good and are able to park at the City until the end of the year.

A motion was made by A. Hartman, seconded by J. Fenner to table for further discussions of consideration of moving the meeting location from City Hall to the Northern Building. Motion carried.

10. Consideration with possible action of backdating a one-year Project Based Voucher contract with BlueStone Realty.

A. Kofoed stated that he has been reviewing files/contracts and putting together a list of all of the private based vouchers contracts. In doing so, he found that a contract that was originally with First Equity LLC in Denmark expired in July, 2018, and purchased by BlueStone Realty LLC in November 2018. A. Kofoed indicated that he and ICS communicated with HUD and they suggested two options. Backdate the contract to one year or ICS would have to edit their reports. A. Kofoed stated this is for four vouchers. A. Kofoed spoke to the property owner and talked about the program and process, and the owner is open to the idea of backdating the contract. Staff recommends approval of extending the contract for the following reasons: there are roughly only 12 vouchers in Denmark; it meets HUD deconcentration criteria; it prevents staff from having to change past reports to HUD, and it does not make any potential changes for tenants. A. Kofoed stated that if the board approves, we can invite the owner to attend a meeting to discuss more about the contract and the program.

A motion was made by A. Hartman, seconded by J. Fenner to approve backdating one-year the Project Based Voucher contract with BlueStone Realty. Motion carried.

11. Consideration with possible action of extending a five-year Project Based Voucher contract with BlueStone Realty.

A. Kofoed stated that this contract would be from July of this year to July of 2024. A. Kofoed explained that normally contracts are a lot longer, however with this being new and there are a couple of things staff is looking at administratively, staff decided to make this one only a five-year contract.

A motion was made by A. Hartman, seconded by J. Fenner to extend a five-year contract with BlueStone Realty. Motion carried.

BILLS AND FINANCIAL REPORT:

12. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills. House of Hope, one of the public service grants - 100% of their grant. Neighbor Works has been handing out down payment assistance loans.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the BCHA bills. Motion carried.

13. Consideration with possible action on acceptance of BCHA financial report.

Adam K. presented the BCHA financial report.

A motion was made by T. Deidrick, seconded by A. Hartman to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

14. Administrators Report

A. Individual meetings between board members and Brown County staff

A. Kofoed stated that he and Chuck Lamine would like to have individual meetings with each Commissioner in an effort to build the relationship between board members and staff. A. Kofoed will schedule these individual meetings for May or June.

B. GAP Financing
i. Cash Balances by Fund

A. Kofoed provided a presentation via PowerPoint on GAP Financing. A. Kofoed explained what gap financing is, established why there is a need for gap financing for the Housing Authority, and identified the tools to make it effective and the pros and cons to several approaches.

C. Survey

A. Kofoed asked board members to complete the survey.

15. Date of next meeting: May 20, 2019 at City Hall

A motion was made by A. Hartman, seconded by T. Deidrick to adjourn. Motion carried.
Meeting adjourned at 4:45pm